



Unique Student Identifier Policy

Policy Code: STU-056

Version: 6.0

Effective Date: 9 March 2021

Purpose

The Australian College of Natural Medicine (ACNM) will gather and utilise personal information in order to meet the obligations to create and verify a Unique Student Identifier (USI) in accordance with the *Student Identifiers Act 2014* (USI Act).

All VET students enrolled at ACNM are required to have a current USI.

From 1 January 2021, all Higher Education students enrolling in a new course at ACNM are required to have a current USI. From 1 January 2023, all Higher Education students are required to have a current USI in order to graduate.

All activities relating to USI for students are managed to ensure privacy, accuracy, reliability and in accordance with the USI Act. All personal information gathered for the purpose of obtaining and verifying a USI will be used, stored and destroyed in accordance with the *Privacy Policy*.

If necessary, ACNM will assist students to obtain a USI. This policy has been developed to ensure that all employees, contractors and students understand how students' USI numbers are collected and stored. It also outlines how each student's enrolment records are maintained and submitted (when required) to the regulatory bodies and the National Centre for Vocational Research (NCVER) for all Australian students' training and assessment history and achievement of competencies, and/or higher education history and grades.

Definition of "College" – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to 'College' or 'the College' should be considered a reference to each or any of these respective trading names / entities.*

Scope

- All VET Students
- All new Higher Education students from 1 January 2021
- All graduating Higher Education students from 1 January 2023
- Admissions staff
- Office of Student Records staff

Policy Statement

The College will gather and utilise personal information in order to meet the obligations to create and verify a USI in accordance with the Student Identifiers Act 2014.

All VET students enrolled at the College are required to have a current USI.

From 1 January 2021, all Higher Education students enrolling in a new course at ACNM are required to have a current USI. From 1 January 2023, all Higher Education students are required to have a current USI in order to graduate.

All activities relating to USI for students are managed to ensure privacy, accuracy, reliability and in accordance with the USI Act. All personal information gathered for the purpose of obtaining and verifying a USI will be used, stored and destroyed in accordance with the *Privacy Policy* and the *Records Management Policy*.



Procedures

The College will verify the USI in the Student Management System (SMS) and will assist to locate a student's USI (if applicable) through the SMS.

The College will:

- Ensure that students will be provided with information on the USI through a link to the Fact Sheet available on the USI website or the College's website (and on enrolment);
- Ensure that no AQF certification documentation is issued to a VET student without having a verified USI for that student, unless an exemption applies under the Student Identifiers Act 2014;
- Ensure that, from 1 January 2023, no AQF certification documentation is issued to a Higher Education student without having a verified USI for that student, unless an exemption applies under the Student Identifiers Act 2014;
- Ensure that where an exemption described previously applies, the College will inform the student prior to either the completion of the enrolment or commencement of training and assessment / higher education, that the results of the training and assessment / higher education will not be accessible via the USI system and the USI will not appear on any certification or transcripts provided by the College;
- Advise students that by creating a USI, the results of their training and assessment / higher education will be accessible through the Commonwealth USI system and will appear on certification or transcripts provided by the College;
- Offer assistance to students to obtain a USI if required. In this case, a signed USI Privacy Form will be provided to the student for completion with collection of suitable identification documents;
- Collect a USI at time of enrolment if issued and when provided will verify the validity of the USI via the SMS;
- For existing higher education students wishing to graduate after 1 January 2023, a USI can be added to records emailing the Office of Student Records via OSR@endeavour.edu.au ;
- After collection of a verifiable USI, all identity documentation will be destroyed in a secure way. The College's Student Management System will also be updated to indicate that the identity documentation is deleted on confirmation of a valid USI;
- In cases where a new student does not provide a USI, the Admissions team will enrol the student as *Pending* in the SMS;
- Not issue qualifications or Statements of Attainment for students who have not provided a USI (unless exempted) and this option has been chosen on the SMS;
- When a *pending* student provides a USI that is then verified, the enrolment will be changed to *active* in the SMS and any outstanding certification can be issued;
- Ensure the security of Student Identifiers and all related documentation under its control, including information stored in its Student Management System.

Policy Publication

All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees / contractors are made available on request at all times, and form part of the induction and orientation for employees / sessional staff and students. These are also made available via the website (where appropriate), student administration / management systems, learning management system and internal electronic systems (e.g. student portal, Intranet).



Definitions

Student / Learner – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Unique Student Identifier (USI) - is a randomly generated alpha-numeric code that is available online and at no cost to students. The USI number will be retained for all individual students for life and be recorded with any nationally recognised VET course or accredited course that is undertaken from 2014 onwards, or with any accredited higher education course that is undertaken from 2021 onwards.

The USI system is designed to link relevant information about and to:

- ① A student's VET and/or Higher Education achievements regardless of where or when they studied;
- ② Enable students to access digital transcripts;
- ③ Provide students access to, and more control over, their educational information.

Related Procedures

Not Applicable



Further Information

Related Policies

[Admission and Enrolment Policy - International](#)

[Admissions Policy - Undergraduate- HE](#)

[Admissions Policy - VET](#)

[Conferral of Degrees and Awards Policy - HE](#)

[Conferral of Awards Policy - VET](#)

[Privacy Policy](#)

[Records Management Policy](#)

Related Documents

Not Applicable

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

[Unique Student Identifier Legislative Framework](#)

[Student Identifiers Act 2014](#)



Review and Approval

Policy Author

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Policy Owner

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Contact

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Recommending Body

National Quality, Governance and Compliance Manager

Date: 26 October 2020

Approval Body

Managing Director

Policy Status

Updated – to include Higher Education requirements

Responsibilities for Implementation

- Director, Student Services & Retention
- Director of Education
- National Quality, Governance and Compliance Manager
- National Sales and Admissions Manager
- National Student Records Coordinator
- General Manager, VET

Key Stakeholders

- Managing Director
- Admissions team
- Office of Student Records team
- Student Services team
- VET Students